

MS ETHEL L. SMITH
689 SO. 19TH ST.
NEWARK, N.J. 07103
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DEAR MADAME,

I AM WRITING THIS LETTER IN REFERENCE TO A FULLTIME EMPLOYMENT
AT THE NEWARK POST OFFICE AS A CLERK.

I TOOK AN EXAMINATION AND SCORED HIGH ENOUGH TO BE CONSIDERED
FOR EMPLOYMENT.

I WAS HIRED AS A CASUAL FOR TOUR 2 FROM JUNE 27, 1981, UNTIL
SEPTEMBER 11, 1981. I ^{can} SINCERELY SAY THAT I ENJOYED THE WORK, AND
FELT VERY GOOD BEING SELF-SUPPORTING. I AM FIFTY YEARS OLD AND IN NEED
OF A JOB. I AM A SINGLE PARENT WITH A DAUGHTER IN RUTGERS UNIVERSITY WHO
NEEDS MY FINANCIAL SUPPORT.

THE~~S~~ SUPERVISORS WHO ARE UNDER THE DIRECTION OF MR. JOSEPH
BENUCCI, FELT THAT MY PERFORMANCE AS A WORKER WAS VERY GOOD. WOULD YOU
KINDLY HELP ME OBTAIN A PERMANENT POSITION AS A CLERK, AT NEWARK'S POST
OFFICE, BY CONTACTING MRS. HELEN ZAGER, PERSONNEL MANAGER OR MR JOSEPH
BENUCCI, POST MASTER GENERAL OF NEWARK. I AM THANKING YOU IN ADVANCE.
I WAS REFERRED TO YOU BY MY DISTRICT LEADER Ms. ABBEY STEBBIN.

SINCERELY,
MRB. Ethel L. Smith
MRS ETHEL L. SMITH